

# ITEAMS HD Ordering Guidelines



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services



- ITEAMS is a continuing cycle. You cannot perform one function without completing the others.
  - **Place Orders** (Bulk Order)
  - **Receive Orders** (Receiving Tab)  
*Bulk orders* will add items to your inventory when received
  - **Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)**  
IDC (Current Inventory) input on-hand-count at time of reconciliation
- When submitting orders, include your full **First and Last Name**. If there are questions on an order, it will be easier to find the person that submitted it.
- Contact the Pharmacy immediately once you determine a mistake on an order has been made. Pharmacy is quick on processing orders.  
**(512) 776-7500** or [ITEAMS.PharmacyHelpdesk@dshs.texas.gov](mailto:ITEAMS.PharmacyHelpdesk@dshs.texas.gov)
- **Do Not** use other employees ITEAMS login information. Each user must have their own logins. A “New User” form will need to be completed and submitted to the appropriate Program Approver to obtain login access. Please use the same form to delete a user when no longer employed or utilizing ITEAMS.

# ITEAMS HD Ordering Guidelines

## Place Order (BULK ORDER)

HD items are ordered under the “**Bulk Order**” tab. Quantities entered in the Pharmacy Ship Quantity (each) box should be in eaches.

BULK ORDER DETAIL									
Item ID	Item Description	Unit Qty	UOM	Original Quantity Requested	Suggested Quantity	Pharmacy Ship Quantity (each)	Quantity Units Ordered	Special Instructions	Comment
68382020401HD	GABAPENTIN TAB 600 100	100	TAB	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
67877022401HD	GABAPENTIN CAP 400MG 100CT	100	CAP	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
67877022301HD	GABAPENTIN CAP 300MG 100	100	CAP	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
67877022201HD	GABAPENTIN CAP 100MG 100	100	CAP	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
65862053750HD	LEVOFLOXICAN 500 MG 50	50	TAB	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
65862019301HD	FLUOXETINE CAP 20 MG 100	100	EA	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
64125012701HD	FOLIC ACID TAB 1MG 100	100	TAB	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
61748001860HD	RIFAMPIN CAP 300MG 60	60	Cap	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
61748001530HD	RIFAMPIN CAP 150MG 30	30	Cap	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
61703035038HD	METHOTREXATE VL 50 MG 2ML/5	5	VIAL	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
60505011301HD	GABAPENTIN CAP 300MG 100CT	100	CAP	0.0	0	<input type="text"/>	0.00	<input type="text"/>	

**Special Instructions box:** You can elaborate specifically what you are requesting per line item. Ex: “*I need 4 bottles of 14’s*” OR “*4btl’s 14’s*”

If your site requires a drug label on the bottle, input specific drug label instructions in the ‘special instructions box’.

Ex: “*Take \_\_ tabs by mouth \_\_ times a day*” OR

Clarith: “*Take \_\_ tabs by mouth \_\_ times per day*”

Mino: “*Take \_\_ caps by mouth \_\_ times per day*”

Rifam: “*Take \_\_ caps by mouth as directed*”

**Comment Box:** You can use this box to relay a message to the Pharmacy staff on your order. Ex: “*please ship next day air*” OR “*We will be closed on July 4<sup>th</sup>*”

☒ I have verified the address is correct.
   
☒ I have verified the hours of operations are correct.
   
 Submitted By

# ITEAMS HD Ordering Guidelines

If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

## RECONCILIATION

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, receiving must be completed before entering the on-hand counts on the Current Inventory screen.

Conduct an inventory of your drugs. Print the **Tally Sheet** under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the “Add Line” button on the receiving tab.

### Tally Sheet


Date: ____/____/____		Site: HD / 00-000000000			
Item ID	Description	Lot	Expiration	Physical Count	Comment
16252059944HD	ALENDRONATE SOD TAB 35MG PK/4	560156x	12/31/2099		
65862032904HD	ALENDRONATE SOD TAB 70MG PK/4	ua7011033a	12/31/2099		
45802052555HD	AMMONIUM LACTATE LOT 12% 8OZ	3dt0025	12/31/2099		
45802052555HD	AMMONIUM LACTATE LOT 12% 8OZ	3et0390	12/31/2099		
62037077760HD	CLARITHOMYCIN ER TAB 500 MG 60	553826a	12/31/2099		
64679095401HD	CLARITHROMYCIN IR TAB 250MG 60	lm10036	12/31/2099		
00591280560HD	CLARITHROMYCIN XL TAB 500MG 60	1037838m	12/31/2099		
49938010130HD	DAPSONE TAB 100MG 30UD	17008	12/31/2099		
49938010230HD	DAPSONE TAB 25MG 30UD	14606	12/31/2099		
64125012701HD	FOLIC ACID TAB 1MG 100	c01915	12/31/2099		

Print

# ITEAMS HD Ordering Guidelines

From the tally sheet, input your on-hand counts in the column "Quantity Total Items on Hand", then click on save. Quantities should be in eaches (pills, tubes, jars, etc.). Click Save.

## Current Inventory

 **CURRENT INVENTORY**

Please enter your current inventory. Only include state-provided items (not privately purchased).

1. Physical on-hand count is required each month.
2. On hand count should be by Item ID and Description.
3. You must click "Save" at the bottom of the screen after entering your inventory.

Date	Item ID	Item Long Description	Alert	Lot	Expiration	UOM	Unit Qty	MSL	Quantity Total Items On Hand
6/15/2017	16252059944HD	ALENDRONATE SOD TAB 35MG PK/4		560156x	12/31/2099	TAB	4	0	800
6/15/2017	65862032904HD	ALENDRONATE SOD TAB 70MG PK/4		ua7011033a	12/31/2099	TAB	1	0	800
6/15/2017	45802052555HD	AMMONIUM LACTATE LOT 12% 8OZ		3dt0025	12/31/2099	Bot	1	0	100
6/15/2017	45802052555HD	AMMONIUM LACTATE LOT 12% 8OZ		3et0390	12/31/2099	Bot	1	0	800
6/15/2017	62037077760HD	CLARITHOMYCIN ER TAB 500 MG 60		553826a	12/31/2099	TAB	60	0	12000
6/15/2017	64679095401HD	CLARITHROMYCIN IR TAB 250MG 60		lm10036	12/31/2099	TAB	60	0	12000
6/15/2017	00591280560HD	CLARITHROMYCIN XL TAB 500MG 60		1037838m	12/31/2099	TAB	60	0	12000
6/15/2017	49938010130HD	DAPSONE TAB 100MG 30UD		17008	12/31/2099	Tab	30	0	6000
6/15/2017	49938010230HD	DAPSONE TAB 25MG 30UD		14606	12/31/2099	Tab	30	0	6000
6/15/2017	64125012701HD	FOLIC ACID TAB 1MG 100		c01915	12/31/2099	TAB	100	0	6000

## SUMMARY OF RECONCILIATION

Step 1: Complete Receiving

Step 2: Print out the Talley Sheet and inventory drugs on shelves

Step 3: Input on-hand counts into the Current Inventory screen

# ITEAMS HD Ordering Guidelines

## Receiving

Bulk orders will add items to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

Type in Full Name in Received By box, click save.

*Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: Please contact your support person with the following message; Invalid key value.*

PROVIDER ORDER DETAIL RECEIVING											
Order Number		669848-00									
Tracking Number											
Order Date		6/15/2017									
TOP LEVEL 1											
Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty	UOM	Lot	Expiration Date	Received Quantity	Tracking Number	
<input type="checkbox"/>	MINOCYCLINE CAP 100MG 50	00093316753HD	0.00	6/15/2017	50	Cap	30223574a	12/31/2016	100	C001007276	
<input type="checkbox"/>	CLARITHOMYCIN ER TAB 500MG 60	00093724406HD	0.00	6/15/2017	60	TAB	c28256	3/31/2016	120	C001007276	
<input type="checkbox"/>	VASELINE JELLY 13OZ	00521234500HD	0.00	6/15/2017	1	Jar	12170hu00	12/16/2016	12	C001007276	
<input type="checkbox"/>	CLARITHOMYCIN XL TAB 500MG 60	00591280560HD	0.00	6/15/2017	60	TAB	933651m	6/30/2016	120	C001007276	
<input type="checkbox"/>	DAPSONE TAB 100 MG 30UD	13925050530HD	0.00	6/15/2017	30	TAB	17176	11/30/2021	450	C001007276	
<input type="checkbox"/>	FRESHKOTE EYE DROPS 15ML	15821010115HD	0.00	6/15/2017	1	TUBE	12170	4/30/2014	100	C001007276	
<input type="checkbox"/>	FRESHKOTE EYE DROPS 15ML	15821010115HD	0.00	6/15/2017	1	TUBE	14085	3/31/2016	100	C001007276	
<input type="checkbox"/>	AMMONIUM LACTATE LOT 12% 8OZ	45802052555HD	0.00	6/15/2017	1	Bot	3et0390	12/31/1930	100	C001007276	
<input type="checkbox"/>	TRIPLE ANTIBIOTIC OIN 1OZ	51672201602HD	0.00	6/15/2017	1	Tube	j2029	9/30/2015	5	C001007276	
<input type="checkbox"/>	RIFAMPIN CAP 300MG 60	61748001860HD	0.00	6/15/2017	60	Cap	3123154	5/31/2016	120	C001007276	
<input type="checkbox"/>	CLARITHOMYCIN ER TAB 500 MG 60	62037077760HD	0.00	6/15/2017	60	TAB	553826a	4/30/2014	100	C001007276	
<input type="checkbox"/>	CLARITHOMYCIN ER TAB 500 MG 60	62037077760HD	0.00	6/15/2017	60	TAB	674938m	12/31/2014	100	C001007276	
<input type="checkbox"/>	LEVOFLOXICAN 500 MG 50	65862053750HD	0.00	6/15/2017	50	TAB	LFSB12009A	5/31/2014	100	C001007276	
<input type="checkbox"/>	LEVOFLOXICAN 500 MG 50	65862053750HD	0.00	6/15/2017	50	TAB	lfsb16031a	11/30/2019	100	C001007276	
<input type="checkbox"/>	GABAPENTIN CAP 300MG 100	67877022301HD	0.00	6/15/2017	100	CAP	6142839	10/31/2019	200	C001007276	
BOTTOM LEVEL											
Save		Cancel		Received By				Add Line		Remove Line	

To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

To manually add items into your inventory, use the “Add Line” button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.

Item ID	** Please Select **	
Lot		
Expiration Date		
Quantity		
Received By		
Save	Cancel	

# ITEAMS HD Ordering Guidelines

HD Program Item Description	PHARMACY SHIP QTY	Special Instructions Box
ALENDRONATE SOD TAB 70MG PK/4	total pills	Include Rx Instructions for label
ALENDRONATE SOD TAB 35MG PK/4	total pills	Include Rx Instructions for label
AMMONIUM LACTATE LOT 12% 8OZ	each tube	
CLARITHROMYCIN ER TAB 500MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN TAB 500MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN IR TAB 250MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN IR TAB 500MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN TAB 250MG 60	total pills	Include Rx Instructions for label
CLOTRIMAZOLE CRM 1% 15GM	each tube	
DAPSONE TAB 100MG 30UD	total pills	Include Rx Instructions for label
DAPSONE TAB 25MG 30UD	total pills	Include Rx Instructions for label
FERROUS SULFATE 325MG 100	total pills	Include Rx Instructions for label
FOLIC ACID TAB 1MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 100MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 300MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 400MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 600MG 100	total pills	Include Rx Instructions for label
LEVAQUIN TAB 500MG 50	total pills	Include Rx Instructions for label
LUBRIDERM DAILY U/V 16OZ	bottle	
METHOTREXATE TAB 2.5MG 100	total pills	Include Rx Instructions for label
MINOCYCLINE CAP 100MG 50	total pills	Include Rx Instructions for label
MINOCYCLINE CAP 50MG 100	total pills	Include Rx Instructions for label
OFLOXACIN TAB 400MG 100	total pills	Include Rx Instructions for label
PARALUBE TEARS 15ML	each pkg	
PREDNISONE TAB 10MG 100	total pills	Include Rx Instructions for label
PREDNISONE TAB 20MG 100	total pills	Include Rx Instructions for label
PREDNISONE 5MG 100	total pills	Include Rx Instructions for label
RIFAMPIN CAP 150MG 30	total pills	Include Rx Instructions for label
RIFAMPIN CAP 300MG 60	total pills	Include Rx Instructions for label
TRECTOR TAB 250MG 100	total pills	Include Rx Instructions for label
TRIPLE ANTIBIOTIC OIN 1oz	each pkg	
VASELINE JELLY 13oz	bottle	